



Job Description & Person specification

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| Job title | Programme Assistant |
| Hours | 4 days per week 0.8 FTE |
| Salary | £17,471 pro rata |
| Responsible to | Programme Manager |

Job Description

Purpose of Post

To provide support to the four strands of Sound Connections' work: The post holder will:

- Coordinate aspects of Sound Connections' professional development programme
- Support communication and social media activity
- Provide ongoing support to the Programme Manager
- Contribute to the organisation's development and the achievement of its mission, aims and objectives

Specific Duties

- Assist with the delivery of the training programme including training sessions, networking events and information, advice and guidance. This includes creating and issuing invoices, using Eventbrite and liaising with venues
- Market and promote Sound Connections activities online, in person and through partnerships and networks, leading on the compilation of e-newsletters, and social media
- Deal with telephone, written and email enquiries and be first point of contact for individuals and organisations wishing to access Sound Connections services, including our training and events
- Provide ongoing administrative support to the Programme Manager, in particular around the early years strand and consultancy projects
- Produce feedback summaries from events and training, coordinate user surveys using Survey Monkey and oversee collation of monitoring data for input into evaluation spreadsheet
- Liaise with and work alongside Programme Coordinators
- Support the Sound Connections' team through general IT and office administration

Person Specification

Essential

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| Excellent marketing skills and understanding – covering a broad range of approaches and techniques |
| Strong organisational and time management skills – ability to work independently, to deadlines and targets |
| Ability to communicate effectively with a wide range of people, both verbally and in written formats |
| Ability to work and contribute effectively in a team |
| Excellent IT skills – including word processing, spreadsheets, databases, email and web |
| Commitment to equal opportunities, diversity and inclusion, and own personal professional development |
| Desirable |
| Understanding of the wider music education sector |
| Experience of working proactively with multiple partners and a broad constituency of users |
| Knowledge of MailChimp, Survey Monkey and Wordpress |

Other information

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| Work related travel expenses? | Yes, by agreement |
| Relocation expenses? | No |
| Probationary period | 6 months |
| Period of notice required | 4 weeks |
| Evening and weekend work | Yes - as required, with time in lieu provided |
| Training available? | Sound Connections has achieved the Investor In People Standard, and as such is committed to the ongoing development of its staff and team. Team members receive an individually tailored induction, receive regular reviews and appraisals and will be expected to undertake appropriate training and work to our Core Values. |

The successful candidate will be required to apply for a Disclosure Check in relation to work with children and vulnerable adults. The level of that check is specified on the front of this form. Further information about the Disclosure service can be found at www.disclosure.gov.uk/index.asp or by contacting DBS on 0870 9090811

Offers of employment will be subject to receipt of satisfactory written references and Disclosure checks.

Applications should be received no later than **12 noon Monday 10th August 2015**. Please send in your application by email with 'Programme Assistant in the subject title to recruitment@sound-connections.org.uk. Applications received after the advertised deadline will not be accepted.



INVESTOR IN PEOPLE